

P R E P A R E

Prevent Reaffirm Evaluate Provide and Respond Examine

School Crisis
Prevention and
Intervention
Training
Curriculum



Thompson School District Emergency Response & Crisis Management (ERCM) Preparedness Template

Directions for the Principal/Site Administrator

This ERCM Preparedness Template must be completed at the beginning of each school year. Please enter all information, obtain consultation as needed, and also complete the following:

- Discuss the Incident Command System Coordinator roles with your staff.
- Assign a designee(s) to act as leader of the plan in your absence.
- Assign key staff to coordinator roles, making clear that, in their absence, you may call on another staff member to perform these duties.
- Emphasize the importance of student supervision in an emergency.
- Send this completed plan template to the Director of Student Support Services by **the second week of October** of each new school year.
- Use other forms and worksheets as indicated. Forms are required; worksheets may be used to support preparedness.

Update Your School Information		Revision Date	
School Name:	Garfield Elementary	Principal:	Celeste Hyland
School Address:	720 N Colorado Ave	Home Phone:	970-416-1188
School Direct Phone Number:	970-613-6000	Cell Phone:	303-358-4267
		Pager:	

Step 1: Identify School Command Posts, Update Communication Resources & Perform Operational Checks

The in-school Command Post will serve as a base for operations in an emergency. Select a location for the Command Post that has access to telephones, FAX, computer with Internet access, intercom and other building controls. Designate a first and second choice, preferably in different parts of the school. Provide telephone numbers to be used in an emergency that are not on public phone lists.

Command Post #1	Command Post #2
TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER	TO RECEIVE CALLS, NOT THE MAIN SCHOOL NUMBER
Location: Office	Location: Library
Direct Phone #1: 970-613-6001	Direct Phone #1: 970-613-6006
Direct Phone #2: 970-613-6008	Direct Phone #2: 970-613-6008
Fax #: 970-613-6020	Fax #:

Required Form

Update, communications & operational checks have been completed as indicated):

Task	Date	Completed By
Intercom systems operational – crisis team all trained	10/1/10	Celeste
Buzzers or tones operational (if equipped) – crisis team all trained	10/1/10	Celeste
Megaphones operational – batteries replaced	TND	Rosanne
NOAA/DHS weather radio operational – batteries replaced	10/1/10	Rosanne
Set of all master keys for all doors & cabinets is complete – WHO has keys? Celeste, Rosanne & Karen	9/3/10	Celeste, Rosanne & Karen
A copy of building floor plans and utility shut-offs are stored in Command Post #1 listed above	10/1/10	Mary N.
Telephone tree for crisis team attached to this document (home/cell/ pager numbers)	10/1/10	Rosanne
Telephone tree for school staff attached to this document (home/cell/ pager numbers)	9/15/10	Mary N.
Staff ID's have been distributed – staff have been informed to wear IDs while on campus	10/1/10	Rosanne
Staff are always wearing IDs while on campus	10/1/10	Celeste
Emergency Response & Crisis Management communication has been placed in parent newsletter	10/1/10	Rosanne
Principal and alternates have access to all Danger Assessments and Suicide Risk Assessments on current students and all restraining orders and custody orders	10/1/10	Rosanne

Step 2: Assign School Crisis Roles for School Incident Command System (ICS)

As directed by the Principal/Site Administrator (School Incident Commander), the School Crisis Team will respond to any emergency that affects the school building, students, staff and/or visitors. The essential roles are listed below with the names of alternates to be indicated. Some staff may fill more than one role. See Handout #4 for School Crisis Teams' Roles & Responsibilities within the ICS.

- School Incident Commander (Principal/Site Administrator)
- District Public Information Office
- Operations Team Leader (Assistant Principal/Lead Teacher)
 - Emergency Medical Coordinator (Nurse)
 - Student & Staff Communication Coordinator (Assistant Principal, Lead Teacher, Mental Health)
 - Student Supervision Coordinator (Assistant Principal, Lead Teacher, Dean, Security, Teacher)
 - Student/Parent Reunion Coordinator (Office Personnel)
 - Possible Alternate Roles Needed (Translation/Cultural Liaison Coordinator)

- Logistics Team Leader (Assistant Principal/Lead Teacher)
 - Facility Coordinator (Building Engineer)
 - Supplies & Equipment Coordinator (Office Personnel)
 - Transportation Coordinator (Assistant Principal/Lead Teacher)
 - Food & Water Coordinator (Office Personnel, Cafeteria Staff)

Student Care and Recovery Coordinator

- Mental Health Services

The School Incident Commander will designate staff members to fill essential roles:

- Identify one designee to act as the School Incident Commander in your absence.
- Identify & assign staff that will act as Operations Team Leader & Logistics Team Leader – assign skilled coordinators in the designated areas.

CRISIS TEAM ROLE	NAME	SCHOOL PHONE	CELL/ PAGER	HOME PHONE
School/site Incident Commander (Principal)	Celeste Hyland	970-613-6002	303-358-4267	970-416-1188
Alternate #1 School/Site Incident Commander	Cheryl Cook	970-613-2119	970-377-2036	970-613-1781
Facilities Manager	Brian Erickson	970-613-5364	970-566-2359	
Alternate #1 Facilities Manager	Brian Uhlenbrock	970-613-5359	970-566-2393	
Operations Team Leader	Cheryl Cook	970-613-2119	970-377-2036	970-613-1781
Alternate #1 Operations Team Leader	Rosanne Boudreau	970-613-6001	970-310-8763	970-532-0876
Emergency Medical Coordinator (Nurse)	Mary Kay Koldeway	970-613-6008	970-227-6155	970-663-2213
Student Supervision Coordinator	Mary McCreary	970-613-6006		970-667-7625
Alternate #1 Student Supervision Coordinator	Mary Nelson	970-613-6003	402-740-7853	970-685-4037
Student/Parent Reunion Coordinator	Mary Kay Koldeway	970-613-6008	970-227-6155	970-663-2213
Alternate #1	Mary McCreary	970-613-6006		970-667-7625

Student/Parent Reunion Coordinator				
Logistics Team Leader	Karen Biltoft	970-613-6005	970-492-5585	970-593-9383
Alternate #1 Logistics Team Leader	Thao Watson	970-613-6005		970-667-8606
Transportation Coordinator	Rosanne Boudreau	970-613-6001	970-310-8763	970-532-0876
Alternate #1 Transportation Coordinator	Mary Kay Koldeway	970-613-6008	970-227-6155	970-663-2213
Student Care & Recovery Coordinator (Mental Health)	Sandy Cox	970-613-6007	970-461-3028	970-461-3028

The Emergency Medical Care Coordinator (Nurse) will:

- Conduct a staff survey yearly to determine those with First Aid/CPR/EMT training. They may be used for backup medical care and triage.

Staff with First Aid/CPR/EMT Training. (Check √ if trained, place a star * next to each check if certification is current):

Name	School #	Cell/Pager	First Aid	CPR	EMT
Reggie Cross	970-613-2112	970-215-8545	*	*	
Mary Kay Koldeway	970-613-6008	970-227-6155	*	*	
Jennifer Buchmeier	970-613-6008	970-214-4031	*	*	
Karen Harmon	970-613-2129	970-222-3157		*	

Task	Date	Completed By
Staff with First Aid/CPR/EMT Training have been identified	10/12/09	Mary Kay

Step 3: Designate & Review Inside Safe Assembly Areas for Shelter in Place

- ✓ **Shelter-in-Place** – This action is taken to place and/or keep students indoors in order to provide some level of protection from outside airborne contaminants. This step will be taken in the event of a hazardous materials spill in the surrounding area. It also includes a shut down of the HVAC system. It normally allows for free movement of students inside the building.
- ✓ A secondary use of this action is for severe weather. The threat, or occurrence of severe weather may require students and staff to Shelter-in-Place while taking the steps outlined in a Lock Down to "duck and cover" beneath their

desks. Students and staff in auditoriums or gyms should be removed back to their classrooms or locker rooms if safe to do so.

Severe weather is any weather condition that may cause injury to students and staff or damage to structures. Different types of weather call for different types of actions. Schools will go into shelter in-place if the threat of severe weather is in the area. Site Administrator will monitor the National Weather Service announcements and will notify staff and students to move away from rooms on the perimeter and go to designated Inside Safe Assembly Locations as necessary.

Designate and review the location of Safe Assembly Areas inside your school/site with your staff. These will be used to shelter from severe weather (tornadoes, etc.) or to move children from rooms on the perimeter of the school due to an external hazard.

Select a minimum of two areas.

Inside Area	Location
Safe Assembly Area #1	Grade 5, Prinipal & office go to boys & girls restroom in main hallway
Safe Assembly Area #2	Gr 4 goes to speech & resource rooms in middle hall
Safe Assembly Area #3	Gr 3B goes to short hallway by Art Grade 3A stays in room
Safe Assembly Area #4	Gr 2 & music go to hallway B
Safe Assembly Area #5	K, Gr 1, Counselor, Health & GAIN goes to restrooms in classrooms
Safe Assembly Area #6	Kitchen, OT, custodian & cottage go to main hallway outside of cafeteria
Safe Assembly Area #7	PE office & workroom go to computer lab
Safe Assembly Area #8	Library goes to corner of library

Task	Date	Completed By
Safe Assembly Areas inside school identified (tornado, etc.) & reviewed with staff (add as needed & list below).	10/20/10	Celeste

Step 4: Student/Staff Evacuations

Expected Actions:

- ✓ **Student/Staff Evacuations** – This decision is taken after the determination is made the building is unsafe.
 - Assembly areas, and evacuation routes, for each call should be predetermined.
 - Evacuation routes and emergency procedures should be posted by the doorway in each classroom/room and in the Principal's office.
 - Teachers will instruct students to evacuate based on decisions of principal or as appropriate authority witnessing the event.
 - Teachers will take student rosters when leaving the building.
 - Attendance is taken once the class is assembled in a safe location.
 - Once assembled, teachers and students will remain in place until further instructions are given (use of green/red cards appropriate here).

Identify and list on-site/off-site locations that could be used to move students farther away from the building. Schools with a large student body may have more assembly locations. You may direct teachers to move students to these locations by megaphone. **Select a minimum of two areas.**

Outside Area	Location
Safe Assembly Area #1	K, 1B, lounge, library, office go to south of building
Safe Assembly Area #2	1A, 2nd, 3rd, 4th, 5th, Intensive Learning, computer lab, art, music, speech, Learning Center, gym, cafeteria, OT, custodian, & cottage go east of the building
Safe Assembly Area #3	TEA office parking lot and adjacent street

Task	Date	Completed By
Safe Assembly Areas outside school identified & reviewed with staff (add as needed & list below).	10/20/10	Celeste

Step 5: Review Lock Down procedures

Review Lock Down Procedures: Secure the building and safely shelters all students, staff and visitors inside the school building. School business and classroom activities cease. A school will go on lockdown if a threat is in their building or neighborhood and endangers the school occupants or at the direction of law enforcement. This action is different from "Shelter-in-Place" as the HVAC system is not shut down, and students are not allowed free movement within the building.

Site Administrator decides the school must be secured and makes an announcement and **911** is called, if appropriate

TSD Administration is notified at 970-613-5000

Steps to follow in a lockdown:

- Site Administrator will make an announcement to bring inside all students, staff and visitors who are outside the school building, if it is safe to do so.
- Teachers and students will remain in the classroom or secured area until further notice and instructions are received from the Principal (IC) or law enforcement.
- The Lockdown sign is placed in the front entrance door/window.
- Facility Manager/Staff locks all exterior doors.
- Teachers/Staff lock all interior doors.
- Teachers take attendance and follow school reporting procedures.
- No person is allowed to enter or leave the building with the exception of appropriate emergency personnel

Step 6: Identify & Contact Two Off-Site Emergency Evacuation Locations

Movement of students to an alternate safe site (off site evacuations) – this action is taken after a determination that it is unsafe to remain on the campus and an off site assembly area is required. This decision will be made by the Principal (IC) and should not be made by an individual teacher or staff member.

The Principal (or IC) will determine the safest method for the evacuation. This may require the use of school buses, or simply walking to an off site location.

The off site location may be a predetermined location.

Once the students and staff arrive, the procedures used for an on site evacuation will be followed.

These relocation facilities should be near your school and able to house your students and staff until they are released to parents or returned to school. Consider sites in opposite directions. Examples are another nearby school, church, store or public library. Specify a first and second choice. The district will supply support services (e.g., food, transportation, district crisis recovery personnel, etc.) for these locations as need indicates. Contact these sites directly **each year** to coordinate arrangements and ensure ongoing agreement.

1st Evacuation Site	Bill Reed Middle School	2nd Evacuation Site	The Hillcrest
Facility Contact + Alternate	Arnold Janke Greg Peterson	Facility Contact + Alternate	Sarah Harlow, Manager X502
Address	370 W 4th St.	Address	535 N Douglas Ave.
Phone + Cell	970-613-7200	Phone + Cell	970-593-9800
Date Contacted	10/12/09	Date Contacted	10/12/09
Contacted By	Celeste	Contacted By	Celeste

Step 7: Establish a Reunification plan for students and parents

I. Situation and Assumptions

A. Situation

Based on the emergency and/or crisis it may become necessary to reunite students with parents in a controlled environment.

While this could occur at the school, it is possible that the site may be located away from school grounds

B. Assumptions

Parents will be insistent on obtaining both information on the incident and the safety of their child. They will also make every attempt to remove their child from the situation or threat.

Responsibility to reunite the student with his/her parents is the responsibility of the District/School, and must be accomplished in a safe manner.

Each student must be accounted for and each parent or designated guardian must present appropriate identification before reunification can occur.

The Public Information Office will work closely with the Incident Commander to release appropriate information concerning where, when and how reunification will take place.

The Operations section of ICS will execute the Reunification Plan.

Personnel must be assigned to administer the reunification plan and keep appropriate records to ensure accountability for each student.

C. Concept of Operations for Reunification

Expected Actions by school should include:

Communication with parents: should be predetermined. District and local media will help facilitate

Pre-determined, but unannounced, relocation site should be predetermined as identified in Step 6 above. Location of site will be released, per communication with district, during or immediately after an incident requiring reunification.

Pre-determined procedure for documenting the release of students to parents/guardians. Please describe your procedure below:

School office personnel will have current student list with emergency contact info. Parent/guardians picking up students will have to show identification in order to pick them up. They will be checked off of the list by school office personnel.

If emergency is in the school, parent check in area will be in the health office. Parents will wait in the health office until students are released to go with the parents.

If emergency is off site, a parent check in area will be determined away from student holding area. Parents will wait in check in area until students are released to go with the parents.

Parent liaison will help with communication to parents while waiting.

While planning reunification please remember:

Site location may dictate use of transportation services.

Site location will require assistance from local law enforcement for security and traffic control.

Parent check-in location, close but geographically separated from student holding area.

A parent liaison should be appointed to keep parents informed of all developments. Identify the name of the liaison: Lori Ward

Step 8: Print Student Roster & Emergency Cards

The school office manager must assemble complete student and staff lists. Student and staff schedules need to be assembled and updated regularly. This will be used to account for all students and staff in an emergency.

The school nurse works with the office manager to separate the **emergency contact cards** for all enrolled students and staff. One copy should be kept in the health clinic and one copy used for emergency/evacuation purposes and be kept with the Emergency Response Kit.

Task	Date	Completed By
Office Manager has assembled roster & scheduled information for all students and staff	10/1/10	Rosanne
Emergency cards for students have been separated &	10/1/10	Rosanne

distributed to health clinic & Emergency Response Kit		
Emergency cards for staff have been separated & distributed to health clinic and Emergency Response Kit.	10/1/10	Mary N.

Step 9: Check & Replenish Contents of Emergency Response Kit, Trauma Kits & Classroom Emergency Response Kits

Check the contents of the school Emergency Response Kit. Replenish any items that have been used. Always provide new batteries for flashlights and megaphones. Store the Emergency Response Kit in a conspicuous location in the main office. Take this kit with you if you evacuate the building. Make sure the following items are included:

- Copy of this Emergency Preparedness Plan
- Floor plans of the school/site for reference
- Megaphone(s) with additional batteries
- Vests/caps identifying key school crisis staff
- Emergency cards for students & staff
- List of individuals needing evacuation assistance & individualized plans
- First aid supplies
- Clipboards, paper & pencils/pens

The school nurse will check the contents of the trauma kit(s).

Task	Date	Completed By
Emergency Response Kit has been checked & replenished	10/1/10	Rosanne
Trauma Kit(s) has/have been checked & replenished	10/1/10	Mary Kay

Step 10: Identify Emergency Evacuation Staging Areas for Individuals Needing Evacuation Assistance

All schools **must** have an evacuation plan for individuals with disabilities who need assistance.

- Principals/site administrators, in conjunction with the fire department, DIRT, Health Services & Risk Management must designate emergency evacuation staging areas in the building (i.e., a second floor location – when the elevator is not available).
- Signs **must** be posted to mark these locations.
- Mark the school map with the location of special education classrooms and evacuation staging areas and include them in the Emergency Response Kit.

Area	Location
Basement	N/A
Ground Floor	Patio by K/A room
Second Floor	N/A

Task	Date	Completed By
Signs posted to mark each evacuation staging area location.	10/1/10	Mary Kay
Map has been marked & included in the Emergency Response Kit.	10/1/10	Mary N.

Step 11: Establish a Crisis Team Meeting, Exercise & School Drill Schedule for the Year & Document Completion

Establish the meeting, exercise and drill schedule for your team and school this year (use the chart below). Include the following meetings, exercises and drills:

- Crisis Team orientation and meetings for the year.
- Fire drills/Evacuation (7)
- Tornado drill/Shelter in Place (1)
- Lockdown drill (1)
- Tabletop exercise with crisis team (1)
- Other drills or meetings

Send a copy of each crisis team meeting minutes, safety team meeting minutes and exercise or drill report for each exercise or drill to the Director of Student Support Services (Administration Building) as evidence of completion.

Month	Type of Meeting/ Exercise/Drill	Date	Time
July	N/A		
August			
September	Fire	9/3/10	9:05AM
	Fire	9/24/10	3:00PM
October	Evacuation	10/22/10	3:00PM
November	Fire	11/10/10	9:05AM
December	Fire	12/8/10	9:05AM
January	Lockdown	1/14/11	3:00PM
February	Fire	2/9/11	1:55PM
March	Tornado	3/11/11	3:00PM
April	Fire	4/13/11	9:05AM
May	Fire	5/6/11	3:00PM
June	N/A		

Task	Date	Completed By
A crisis drill schedule has been established for the school year.	10/1/11	Celeste Hyland

Month	Type of Meeting	Date	Time
July			
August			
September			
	Crisis Team Meeting	9/2/10	10:00 AM
October	Crisis Team Meeting	10/12/10	10:30 AM
November	Crisis Team Meeting	11/17/10	10:30 AM
December	Crisis Team Meeting	12/15/10	10:30 AM
January	Crisis Team Meeting	1/12/11	10:30 AM
February			
March	Crisis Team Meeting	3/9/11	10:30 AM
April			
May			

Emergency Report

School/Building:

Type of Drill: ☐ Lockdown ☐ Evacuation ☐ Fire Drill

Date:

Time of Drill:

Time to Evacuate Building (FIRE DRILL ONLY):

Comments/Concerns:

Note to Principal:

Please send a copy of this report to within 24 hours to:

- 1) Your evaluator
- 2) Kris Briggs at Facilities

CRISIS TEAM
GARFIELD ELEMENTARY

NAME	HOME PHONE	CELL PHONE
Celeste Hyland	970-593-1188	303-358-4267
Sandy Cox	970-461-3028	970-461-3028
Rosanne Boudreau	970-532-0876	970-310-8763
Mary McCreary	970-667-7625	N/A
Cheryl Cook	970-613-1781	970-377-2036
Mary Kay Koldeway	970-613-2213	970-227-6155
Mary Nelson	970-685-4037	402-740-7853
Karen Biltoft	970-593-9383	970-492-5585
Thao Watson	970-667-8606	

N · Utilities Shut-Offs

